

Job Title: Secretary III - Grade 9

Reports to: Assistant to Executive Vice President, Assistant to Vice President,
Administrative Assistant

Narrative:

Performs general office duties thereby relieving immediate supervisor of minor clerical functions. Will generally work in a one-on-one relationship, but may also report to another staff.

- Performs a wide range of clerical /administrative functions which are auxiliary to the work of the supervisor and which do not require a technical or professional knowledge of a specialized area.
- Performs secretarial duties that require a thorough knowledge of the organization, its procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced.
- Duties are generally diverse, with many duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent substantive decision making is required. Few guidelines exist for performance of duties and tasks. Exercises independent judgment on complicated or special matters.
- Composes correspondence frequently without instruction or review. May be asked to read reports and summarize information to facilitate review by supervisor. Handles routine administrative details independently and participates in the management of the office or department.
- May be required to oversee other clerical workers and train new clerical employees.
- Plans and schedules own work and may be asked to schedule work of other clerical workers.

Duties and Responsibilities:

- Performs all secretarial functions as required by Supervisor. Duties include typing, word processing and data entry from a variety of sources such as : handwritten rough drafts, form letters, forms, reports, printed materials, columns of numbers etc. May handle or compose correspondence or take action without direction from supervisor. May be required to use Dictaphone or transcription of other recorded data.

- Answers telephone, takes messages or refers calls to appropriate department. Has regular contact with local members, local officers and or external public including individuals in high levels of responsibility.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to interpret data, perform auditing or large scale reconciliation or records.
- Keeps calendar, schedules appointments and conferences, makes travel arrangements.
- Performs liaison duties between supervisor and other employees and offices.
- Receives and distributes mail.
- Operates routine office equipment including computer, label maker, copier, FAX.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 70 words per minute
- Advanced working knowledge of Microsoft Windows, WordPerfect or Microsoft Word, Excel.
- Ability to learn new software and computer equipment as required by supervisor or as technology changes.
- Ability to understand and follow moderately technical instructions.
- Must be a self-motivated and energetic individual who possesses good interpersonal skills.
- Must have the ability to handle multiple tasks simultaneously.
- Two years of related experience or training or equivalent combination of education and experience.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel or crouch. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date

Date